Knowledge Center Operational Group (KCOG) Tips

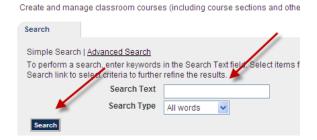## How to call up rosters, which the dates are already past

Step 1: Follow this trail:

Home >> Administration >> Manage Training >> Classroom

Step 2: Follow this trail: Enter the course number of the course you are looking for and hit search.
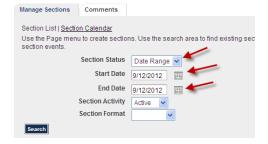

Step 3: Click manage when the course populates:

Step 4: Check out the course to makes changes or edits:

Step 5: Select Date Range, then put in the appropriate dates you are looking for.

Step 6: From this point, you will be able to manage the course changes or edits.

			Section	Cost	Valid?	Action
			Records found: 1			
⊞	☐	ⓘ	Title: VDSS - FIN1017 Small Purchase Card Training	$0.00	Yes	Manage ▾ Go
			Section Format: In-Person			
			Code:			
			Number: 2			
			Section Date Range: 9/12/2012 - 9/12/2012			
			Event Date Range: 9/12/2012 11:00 AM - 9/12/2012 2:00 PM			
			Enrollment Cancellation Deadline:			
			Waitlist Type: Automatic			
			Capacity (Min/Max): 3/10			
			Enrolled/Waitlisted/Pending: 5/0/0			

Delete